

**Chesterfield
County
Disaster
Recovery
Plan
Annex**

Part III

**May 5, 1997
Revised November, 2000**

Chesterfield County Disaster Recovery Plan Annex

RECOVERY PLAN ANNEX RESPONSIBILITIES

Category	Main Responsibility	Assisting Departments/Agencies
Board of Supervisors/ County Administration	Board of Supervisors	County Administrator, Leadership Group
Disaster Recovery Team	Risk Management	Accounting, Budget, Damage Assessment Team, Treasurer, IST, Emergency Management
Debris Management	General Services	Private waste cos., Fed. & State regulatory agencies, Parks & Rec.
Economic Development	Economic Dev.	Planning, Public Affairs. Chesterfield/Chester Business Councils
Economic Impact	Budget	Treasurer, Assessor, General Services, Utilities, Risk Mgt., Comm. Of Revenue
Education	Schools	
Finance Management	Budget	Internal Audit, Purchasing, Schools, Treasurer, Accounting
Human Services	MH/MR/SA Social Services Health Dept.	
Information Systems Tech.	IST	

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Legal	County Attorney	Judges, Commonwealth's Attorney, Sheriff, Clerk of the Court, Juvenile Court, Magistrate
Public Information	Public Affairs	Chiefs, County Directors, Constitutional Officers, local and national media
Public Safety	Fire, Police, Emergency Medical, Emergency Comm.	
Solid Waste Management	General Services	Health, Parks and Recs., private sanitation cos.
Transitional Housing	Planning	Construction Mgt., Building Insp., School Administration, and Social Services
Water & Wastewater	Utilities	School Maintenance

Disaster Recovery Team (DRT)

Mission: To coordinate the activities of the recovery effort and manage the Recovery Operation Center.

Organization: Risk Management will oversee this process with assistance from Accounting, Budget, the Damage Assessment Team, the Treasurer's Office, Information Systems Technology (IST) and Emergency Management.

Concept of Operations: The DRT will coordinate the recovery efforts focusing on physical and financial recovery. To collect information from Finance Management, Economic Impact and other Disaster Recovery Plan sections.

Actions:

Short-term

1. Declare activation of the recovery plan
2. Coordinate and analyze the documentation of financial information submitted by each affected Plan section.
3. Recommend resource allocation for recovery.
4. Coordinate assessment of needs identified by each department.
5. Continue to collect and document all Disaster Recovery Team expenses related to the disaster.

Long-term

1. Continue process until recovery of county and its citizens is complete.
2. Continue to collect and document all Disaster Recovery Team expenses related to the disaster.

Debris Management

Mission: To manage the debris created during any disaster.

Organization: The General Services Department with the assistance of Parks and Recreation, Environmental Engineering, Sheriff, Federal and State regulatory agencies and private contractors, will provide for effective disposal of debris.

Concept of Operations: In the event of a disaster, proper management of debris, according to Federal, State, and Local regulations, will be a critical aspect of the aftermath. Therefore officials will:

- * Prioritize critical services.
- * Secure/provide personnel and equipment for debris management activities.
- * Identify and acquire debris disposal alternatives, services, and sites and coordinate activities.
- * Secure permits and/or exemptions from Federal, State and Local regulations.

Actions:

Short-term

1. Provide critical debris removal services.
2. Determine magnitude/volume of debris.
3. Prioritize areas; coordinate with Public Safety and Health Department.
4. Secure resources.
5. Monitor activities.
6. Continue to collect and document all Debris Management section expenses related to the disaster.
7. Coordinate collection, processing and disposal of debris with private contractors.

Long-term

1. Establish time frame for all temporary services.
2. Monitor sites and activities.
3. Develop, coordinate and replace debris disposal capacity.
4. Continue to collect and document all Debris Management section expenses related to the disaster.

Economic Development

Mission: To lead the outreach to business/industry inside and outside the County to restore economic viability of the County.

Organization: The Department of Economic Development will oversee this process with assistance from Planning, Public Affairs, and Chesterfield/Chester Business Councils.

Concept of Operations: In the event of a catastrophic event that disrupts the economic viability of the County, Economic Development will:

- *Assist business/industry with predisaster planning,
- *Solicit new business to help rebuild economic stability,
- *Solicit assistance from agencies outside the County, i.e. Richmond Business Council, Metro Chamber of Commerce,
- *Liaison with business/industry.

Actions:

Short-term

1. Work with business/industry in pre-disaster planning.
2. Work with banking industry to ensure banking system is restored.
3. Continue to collect and document all Economic Development section expenses related to the disaster.

Long-term

1. Acquire resources and assistance from outside business/industry/agencies.
2. Serve as lead for the Recovery team.
3. Coordinate outreach to business/industry/community.
4. Continue to collect and document all Economic Development section expenses related to the disaster.

Economic Impact

Mission: To evaluate the financial impact of the disaster and provide financial guidance for recovery.

Organization: Budget Department will oversee this process with assistance from the Treasurer's office, the Assessor's office, General Services, Utilities, Risk Management, and the Commissioner of Revenue.

Concept of Operations: Coordinate with departments to determine impact of disaster on county wide revenue resources, work with all departments to prepare damage estimates; work with county businesses to project disaster effect on local economy.

Actions:

Short-term

1. Work with departments to document cost of damages.
2. Provide estimates of costs of damages to County Administrator and continuously update.
3. Assist departments in efforts to reallocate appropriations as needed.
4. Continue to collect and document all department expenses related to the disaster.
5. Provide revised revenue estimates to County Administrator and continuously update.

Long-term

1. Continuously monitor financial impact of disaster recovery.
2. Generate financial plans to provide options for meeting needs.
3. Continue to collect and document all department expenses related to the disaster.
4. Facilitate coordination with other localities/agencies/businesses to provide financial resources as needed.
5. Work with businesses and financial entities to restore normal functions and identify priorities.

Education

Mission: To maintain and restore education services to pre-disaster levels.

Organization: School representatives will oversee this process with assistance from Parks and Recreation and will coordinate activities through participation in the Recovery Operations Center (ROC).

Concept of Operations: School officials will assist school (s), facility (ies), students and family (ies) to cope with the disaster and restore the operation of schools and school transportation as soon as possible. All public information will be coordinated through Public Affairs.

Actions:

Short-term

1. Identify what resources the school have.
2. Establish the needs for those schools that have been effected.
3. Evaluate loss of students, faculty, and facilities due to disaster.
4. Use of school personnel to help each other and students to deal with the recovery process.
5. Review on a daily basis, if needed the school crisis plan.
6. Continue to collect and document all school expenses related to the disaster.

Long-term

1. Start to close schools as shelters.
2. Get back to normal classroom teaching.
3. Provide long-term counseling for those students, families, administration, and faculty members.
4. Periodically evaluate the stress levels.
5. Continue review of staff and students that may need special assistance or referral on an ongoing basis.
6. Establish satellite pickup for displaced children to return to home school.
7. Continue to collect and document all school expenses related to the disaster.

Finance Management

Mission: To provide information to the County Administrator/Elected Officials and the Superintendent of Schools regarding availability of funds and controls and guidance in prioritizing expenditure of resources, and to assist and support the county departments and agencies and schools.

Organization: Budget Department will oversee this process with assistance from Internal Audit, Purchasing, Treasurer, Accounting and School Administration.

Concept of Operations: Maximize revenue inflow to meet the county=s needs after the initial disaster period; provide control and safety of donations revenues and expenditures; and prepare plans to address various recovery priorities. Assist the DRT with collecting the documentation of departmental expenses.

Actions:

Short-term

1. Apply for aid as soon as possible.
2. Establish control procedures.
3. Gather information from departments on recovery needs.
4. Assembly a recovery financial plan.
5. Work with banking financial community for cash management.
6. Continue to collect and document all Finance Management section expenses related to the disaster.

Long-term

1. Implement financial plan.
2. Continuously update as resource estimates become firm and as priorities are revised.
3. Continue to collect and document all Finance Management section expenses related to the disaster.

Human Services

Mission: To maintain essential human services and to restore services to pre-disaster levels.

Organization: MH/MR/SA, Social Services and the Health Department will coordinate recovery activities through participation in the Recovery Operations Center (ROC).

Concept of Operations: Help citizens and the County at large cope with the disaster and attempt to restore critical human services to predisaster levels.

Actions:

Short-term

1. Set priorities.
2. Reestablish communications systems.
3. Address human resources needs.
4. Assess and restore facilities.
5. Assess and restore equipment.
6. Insure adequate documentation.
7. Continue to collect and document all Human Services section expenses related to the disaster.

Long-term

1. Set priorities.
2. Address human needs.
3. Continue to assess and restore facilities.
4. Continue to assess and restore equipment.
5. Insure adequate documentation.
6. Continue to collect and document all Human Services section expenses related to the disaster.

Information Systems Technology

Mission: To provide automated information processing services for all county departments and agencies.

Organization: The Information Systems Technology department will oversee this effort with assistance from assigned department liaisons.

Concept of Operations: Coordinate the restoration and maintenance of established automated processing services.

Actions:

Short-term

1. Assess automated services impacted by disaster
2. Prioritize essential automated services and restore and maintain in priority order
3. Acquire and assign operational technology equipment to support critical services.
4. Continue to collect and document all Information Systems Technology section expenses related to the disaster.

Long-term

1. Restore all established automated services and equipment to predisaster levels if possible.
2. Provide additional automated services support necessary for recovery actions for departments and agencies.
3. Continue to collect and document all Information Systems Technology section expenses related to the disaster.

Legal

Mission: To maintain the essential legal services at predisaster service levels.

Organization: The County Attorney will oversee this process with assistance from the Judges, Commonwealth's Attorney, Sheriff, Clerk of the Court, Juvenile Court, and Magistrate.

Concept of Operations: Identify legal issues that arise, such as price gouging, backups in the court system, increases in jail and detention home populations, and alleviate these issues.

Actions:

Short-term

1. What ordinances need to be fast-tracked or suspended during the disaster and the recovery.
2. Presenting emergency ordinances to the Board of Supervisors and County Administrator
3. Maintaining legal counsel for all departments within the county
4. Maintaining the functioning of the judicial system
5. Continue to collect and document all Legal section expenses related to the disaster.

Long-term

1. Maintain functioning of the judicial system.
2. Continue to collect and document all Legal section expenses related to the disaster.

Public Safety

Mission: To maintain public safety to restore services to pre-disaster levels.

Organization: Fire, Police, Sheriff and Emergency Communications departments will coordinate recovery activities through participation in the Recovery Operations Center (ROC).

Concept of Operations: In the event of a catastrophic event that disrupts the normal service level of the Public Safety agencies, the Police and Fire Departments and the Emergency Communications Center will:

- *Prioritize service delivery
- *Assess personnel needs to address the event
- *Assess vehicle/equipment needs to address the event
- *Address the internal and external communications needs
- *Assess administrative needs to serve the county citizens and courts
- *Document the financial expenditures caused by the event

Actions

Short Term

1. Assess available personnel.
2. Establish shift coverage of critical times/calls for service.
3. Provide time for personnel to handle personal needs caused by the event.
4. Utilize volunteers during the event.
5. Utilize mutual aid resources.
6. Assess available vehicles.
7. Assess equipment needs.
8. Assess communications needs.
9. Assess administrative services disrupted by the event.
10. Continue to collect and document all Public Safety section expenses related to the disaster.

Long Term

1. Provide time for rejuvenation of resources.
2. Replace vehicles and emergency gear.
3. Reestablish phone lines.
4. Repair/replace fire stations, offices, etc.
5. Repair/replace communications tower sites and other capital equipment.
6. Continue to collect and document all Public Safety section expenses related to the disaster.

Solid Waste Management

Mission: To manage residential solid waste, to include dead animals, and other regulated solid waste as a result of a disaster.

Organization: General Services will oversee this process with assistance from the Health Department, Parks and Recreation and private refuse haulers.

Concept of Operations: Proper management of solid waste, according to Federal, State, and Local regulations, will be a critical aspect of the aftermath. See attached definitions applicable to this mission. Therefore officials will:

- * Prioritize critical services.
- * Identify and acquire solid waste disposal alternatives, services, and sites and coordinate activities.
- * Secure permits and/or exemptions from Federal, State and Local regulations.

Actions:

Short-term

1. Apprise citizens of alternative methods of disposal.
2. Arrange for solid waste management at nearby established shelter areas.
3. Coordinate critical solid waste management services and resources.
4. Determine magnitude and volume of waste.
5. Prioritize areas.
6. Monitor activities
7. Continue to collect and document all Solid Waste Management section expenses related to the disaster.

Long-term

1. Establish time frame for all temporary services.
2. Monitor sites and activities.
3. Develop, coordinate and replace solid waste disposal capacity.
4. Continue to collect and document all Solid Waste Management section expenses related to the disaster.

Transitional Housing

Mission: To establish and maintain transitional housing for displaced citizens.

Organization: The Planning Department will oversee this process with assistance from Construction Management, Building Inspection, Social Services and School Administration.

Concept of Operations: Assist displaced citizens in finding transitional housing until permanent residence can be obtained.

Actions:

Short-term

1. Assess the availability of transitional housing and evaluate daily.
2. Work with shelter management groups on transitioning from schools to alternate housing.
3. Work with the American Red Cross on what facilities are needed in the transitional housing.
4. Assess housing needs of transitional residents.
5. Coordinate with state and federal disaster operations to provide housing assistance for those in need.
6. Assist state and federal agencies to identify land to be used for transitional housing.
7. Continue to collect and document all Transitional Housing section expenses related to the disaster.

Long-term

1. Evaluate the impact of service needs of the transitional housing on appropriate departments and schools.
2. Coordinate with state and federal disaster operations to provide housing assistance for those in need.
3. Continue to collect and document all Transitional Housing section expenses related to the disaster.